

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5720 INTEGRITY DRIVE
MILLINGTON, TENNESSEE 38054-8001**

CEFC-AO

30 March 1999

MEMORANDUM FOR: Directors Resource Management and Finance and Accounting Officers

SUBJECT: Information Queries for Electronic Funds Transfer (EFT)

1. References:

a. CERM-F memorandum dated 8 February 1999, subject: Implementation of Electronic Funds Transfer (EFT) for Federal Payments

b. CEFC-AO memorandum dated 17 February 1999, subject: Implementation of Electronic Funds Transfer (EFT) for Federal Payments

2. Reference 1a above requires Installation F&A Officers to disseminate the USACE EFT policy to all installation employees and to coordinate the EFT effort with Contracting Division.

3. Reference 1b provided additional guidance from the USACE Finance Center (UFC) on EFT implementation for supported activities. To assist Installation F&A Officers, the UFC has developed two queries that can be used to evaluate installation EFT progress. The first query, **vendeft.sql**, should be used to identify vendor ids in CEFMS where an obligation exists, but no EFT record. The output will list each payment address in CEFMS for the vendor where no EFT data has been loaded. Any vendor on the list who will receive more than one payment per year should be encouraged to sign up for EFT. The second query, **trvleft.sql**, should be used to identify travelers who have traveled more than once in the past calendar year. The query output will list each employee who has traveled and the number of orders authenticated for that person over the past year. Any employee who appears on the list with two (2) or more orders should be encouraged to sign up for EFT.

4. During April 1999, the UFC will mail an EFT enrollment form (UFC-Disb 4) and instructions with each travel and contract check that is issued. **The UFC mailing effort, to enlist EFT enrollees, does not alleviate the Installation F&A Officers responsibility to manage the EFT effort for their installation.**

5. Each Supported Activity F&A officer must provide an EFT enrollment status for both government travelers and commercial vendors as of 15 May 1999. Activities should execute the attached queries and provide total number of travelers and commercial vendors who have not signed up for EFT and are not eligible for a waiver from the HQUSACE policy in 1a above. This status should be provided via E-mail to Robert D. Brown by COB 21 May 1999.

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6. Attached for review and use is references 1a and 1b and CEFMS queries. The points of contact for questions regarding UFC EFT policy are Ms. Nita Clower, (901) 874-8542 and Mr. Lee Autry, (901) 874-8547. The point of contact for questions in reference to the attached CEFMS queries is Mr. Pete Brown, (901) 874-8591.

FOR THE DIRECTOR:

A handwritten signature in black ink, reading "Thomas L. Brockman Jr." in a cursive script.

Thomas L. Brockman Jr.
Deputy Director for Accounting Operations

Attachments